

## How to Register for an Account

*To start the online grant application process, you must first register for an account. Please read all of the steps carefully*

1. To use the online grant application, you must have internet access and you must use one of the following internet browsers listed in this link:

<http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser>

2. From your internet browser, go to the DEQ portal for registration and application authorization:

<https://ecmp.nebraska.gov/DEQ-Login/Account/Login?ReturnUrl=%2fDEQ-LOGIN>

3. You should now be at the DEQ portal

- a. To create a new account – click on Register Here under NEW USERS on the right side of the screen
- b. If you have a User Name – type in your User Name and Password to verify your authorization to the application
- c. If you need to reset your Password – click on the Reset Password option
- d. If you need to update other account information – click on the Update User Account Information

The screenshot shows the DEQ portal interface. On the left, under the heading 'LOGIN', there are input fields for 'User Name' and 'Password', and a 'Login' button. This section is annotated with a red box and the letter 'b'. On the right, under the heading 'NEW USERS', there is a message: 'If you are a first time user and have not yet registered for an account, click the following link and follow the instructions' followed by a link 'Register Here (Non-State Employees)'. This section is annotated with a red box and the letter 'a'. Below the 'LOGIN' section, there are two links: 'Reset Password (Non-State Employees)' and 'Update User Account Information (Non-State Employees)'. The first link is annotated with a red box and the letter 'c', and the second link is annotated with a red box and the letter 'd'. At the bottom of the page, there is a disclaimer: 'THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....'

**PLEASE NOTE:** If you have previously registered an account with the same email address you will receive the message below. If you would like to have the other usernames associated with the email address you entered, click **Yes** on this message.

The dialog box has a title bar 'Email Address Information'. It contains an information icon (a blue circle with a white 'i') and the text: 'The email address you have entered is already registered with at least one other account, would you like to have the other usernames associated with this address sent to your email account?'. At the bottom, there are two buttons: 'Yes' and 'No'.

4. After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the Field Requirements link. The following list will guide you through the fields you will need to complete:
- a. **First Name** – enter your first name
  - b. **Last Name** – enter your last name
  - c. **Email Address** – enter the email address that will be associated with this account and grant applications
  - d. **Confirm Email** – re-enter the email address typed above
  - e. **Username** – Create a username for this account (no spaces)
  - f. **Password** – Create a password for this account\*

**\*PLEASE NOTE:** The password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and one digit with no spaces. Click the Field Requirements or Password Rules link for more information on password requirements.

- g. **Password Reminder Questions** – You must select three password reminder questions and supply an answer for each question. These questions will be used to authenticate your identity if you need to change your password or account information.
  - i. Select a security question from the drop-down box
  - ii. Type your answer in the Your Answer field. This field is not case sensitive

# NEBRASKA ENTERPRISE SELF REGISTRATION

## NEW ACCOUNT REGISTRATION

\* Required

### User Information

[Field Requirements](#)

First Name \* Tom

Last Name \* Sample

Email Address \* tsample@hotmail.com

Confirm Email \* tsample@hotmail.com

### Login Information

Username \* tsample001

Password \* .....

Confirm Password \* .....

[Password Rules](#)

### Password reminder questions

Question One \* What was your childhood nickname? ▼

Your Answer \* buddy

Question Two \* In what city or town did your mother and father meet? ▼

Your Answer \* Hastings

Question Three \* In what town was your first job? ▼

Your Answer \* Lincoln

[Register Account](#)

5. Prior to completing your registration, **please note or record your User Name, Password, Security Questions and Answers.** The Help Desk does not have access to this information and cannot reset passwords. This is a user responsibility.
6. To complete your registration click **Register Account.** [Register Account](#)
7. After successfully creating an account, a message will appear stating that your account has been created, and that you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says **here.**



Your account has been successfully created, you will be redirected to the sign in page in 5 seconds...

If you are not redirected, please click [here](#)

8. You will be redirected/returned to the DEQ portal page.

LOGIN	NEW USERS
User Name <input type="text"/>	If you are a first time user and have not yet registered for an account, click the following link and follow the instructions <a href="#">Register Here</a> (Non-State Employees)
Password <input type="text"/>	
<input type="button" value="Login"/>	
<a href="#">Reset Password</a> (Non-State Employees)	
<a href="#">Update User Account Information</a> (Non-State Employees)	
THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....	

9. Your account must be authorized to use the online application process. On the left side of the screen, enter your User Name and password and click the Login box.
10. The NDEQ PORTAL ACCESS screen will display. There may be more than one DEQ program listed.
11. Follow these steps to start the application process:
- 1 Click in the box(es) on the left to enable access to the program you need
  - 2 Then click the Update Access button
  - 3 Click on the DEQ program name to start the application process

Note: The Programs listed in this example may differ from your options

Listed below are the public applications that you may request access to use.

- If the box is checked, you may click on the application name and you will be directed to the main application page.
- If the box is not checked and you want to have access to the application, then check the box next to the application and click on update access. Once the access box is checked you may then click on the application name and you will be directed to the main application page.

Enable Access	DEQ Program
1 <input checked="" type="checkbox"/>	<a href="#">Waste/Litter Reduction &amp; Recycling Incentive</a> 3
<input checked="" type="checkbox"/>	<a href="#">319H - Nonpoint Source Pollution Program</a>
<input type="button" value="Update Access"/> 2	

12. Please refer to the next section on “How to Login to the Online Application”.